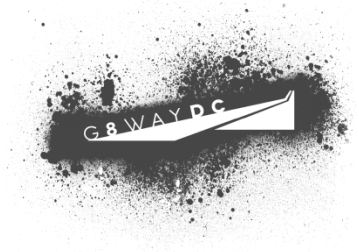


User Manual for Gateway DC and the R.I.S.E. Demonstration Center

Updated September 10, 2014



CHAPTER 1/ INTRODUCTION

- About St. Elizabeths East
- About Gateway DC and the R.I.S.E. Demonstration Center
- Specialty Programs

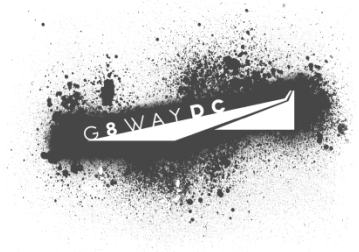


ABOUT ST ELIZABETH EAST

At 183 acres, St. Elizabeths East is the largest remaining undeveloped parcel in the country's top real estate market. The historic campus will be redeveloped into a 5 million square foot mixed use technology-focused community, combining a modern "Innovation Hub" with the graceful pre-war buildings adaptively reused for convenient urban living. Just an easy walk from the Congress Heights Metro Station, come visit St. Elizabeths East!

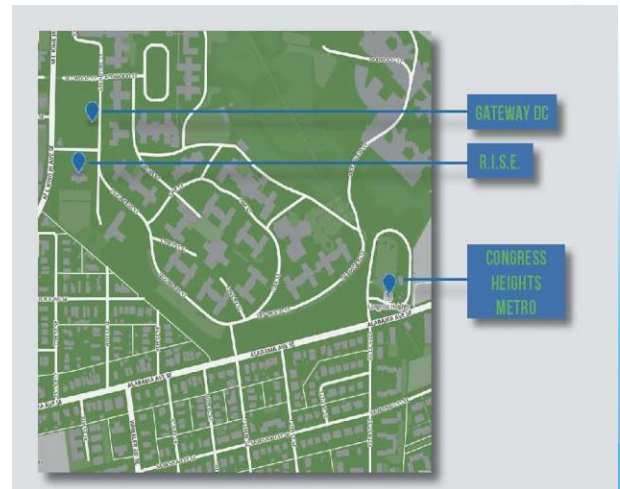
R.I.S.E.

DEMONSTRATION CENTER



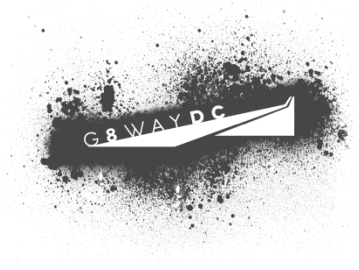
ABOUT GATEWAY DC AND THE R.I.S.E. DEMONSTRATION CENTER

In a bold step that opens the gates toward transforming St Elizabeths East into a birthplace for new and profitable commerce, Gateway DC and the R.I.S.E. Demonstration Center are innovative, flexible, and aesthetically unique structures serving a range of interim uses and letting visitors to experience the site as the redevelopment goes underway.



Gateway DC is a city park and pavilion with fantastic amenities and opportunities that allow for a wide range of magnetic events to occur! Gateway DC is designed to provide venues for casual dining, a farmers market, and other weekend and after-hours, community, cultural and arts events. Gateway DC stands proud in the center of Ward 8, where it can welcome visitors from across the city with dynamic entertainment and retail offerings.

R.I.S.E. Demonstration Center is a technology and demonstration center that features a Digital Inclusion Center and conference and meeting spaces that are flexibly designed to host a variety of programs, from entrepreneurship and technology training seminars to science demonstrations. The Demonstration Center introduces the St Elizabeth's East redevelopment as a forward-thinking, vibrant, world-class project and gateway to the District 2050 economy. Along with Gateway DC, the R.I.S.E. Demonstration Center helps to kick-off the transformation of the historic East campus into a sustainable, creative, innovative hub within a dynamic urban environment.



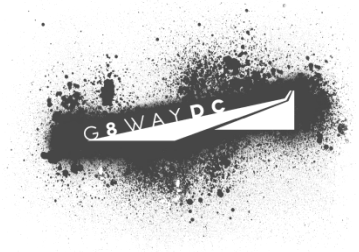
SPECIALTY PROGRAMS

Gateway DC currently offers 3 distinct programs:

- Gateway to Health is a series of events promoting wellness and healthy lifestyles.
- Gateway to Creative is a series of events devoted to stimulating creativity and fostering innovative ideas within Ward 8 and beyond.
- Gateway to Success is a series of events focused on building professional skills and educating people interested in career growth and financial independence.

R.I.S.E. Demonstration Center currently offers 3 distinct programs:

- RISE to Sustainability is a series of events promoting sustainability and related issues, including the built environment, climate, energy, food, nature, transportation, waste, water, and the green economy.
- RISE to STE (A) M is a series of events designed to promote science, technology, engineering, the ARTS and mathematics.
- RISE to Experience is a series of events dedicated to exposing residents of Ward 8 and the District to new professional and learning experiences.



CHAPTER 2 /RULES AND REGULATIONS

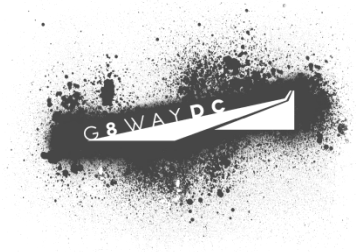
- Visitors Rules and Regulations
- Venue Information and Rental Options
- Rentable Spaces With Size, Capacity & Other Details
- Insurance Requirements
- Event Organizer Checklist
- Additional References
- Rules And Regulations For Event Organizers At Gateway DC & The R.I.S.E. Demonstration Center

“Event Organizers” include, but are not limited to, all farmers, food vendors, non –food vendors, community groups, organizations, or entities using a space at the Gateway DC or the R.I.S.E. Demonstration Center. References to events include vending and pop-up markets.

VISITORS RULES AND REGULATIONS

While at Gateway DC and the R.I.S.E. Demonstration Center, the Gateway DC and the R.I.S.E. Demonstration Center operations and facilities manager (“**Facilities Manager**”) will be available to provide you with any additional information regarding Gateway DC and the R.I.S.E. Demonstration Center policies and procedures. If you are visiting Gateway DC and the R.I.S.E. Demonstration Center in hopes to plan an event there, please request a tour with the Gateway DC and the R.I.S.E. Demonstration Center Facilities Manager

This manual includes the guidelines for developing your plan of operation, with required deadlines and all other specifications required for your event. If you have any questions, please address them promptly with your Facilities Manager. The rules and regulations contained in this manual are a binding part of the Rental Agreement between the end-user and Gateway DC



and the R.I.S.E. Demonstration Center. This document cannot be altered in any way without a written agreement signed by the District.

VENUE INFORMATION & RENTAL OPTIONS

Event Hours

- Events may be held between 8:00 AM and 9:00 PM. Rentals are hourly and daily.
- Higher rates may apply for evening events between 5:00 PM and 9:00 PM (including move-in and move-out time).
- Event rental rates include set-up and tear-down times.

Location

- Address: 2700 Martin Luther King Avenue SE, Washington, DC 20032
- Gate: St Elizabeths East Campus Gate Number 4 at MLK Ave

Amenities

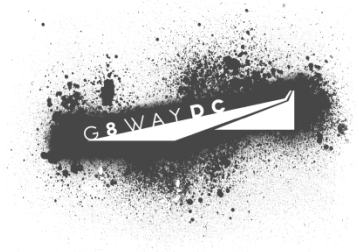
- Parking: 200 car parking lot
- Nearest Metro: Congress Heights on the Green Line
- Bus Lines: A2, A4, A6, A7, A8, A42, A46, A48, W2, W3
- Capital Bikeshare Station: Congress Heights Metro
- Zip Car Locations: http://www.zipcar.com/dc/?ind-cars?zip=eet_id=94434
- Free DC WIFI (provided by DC-Net)

General Rental Requirements

- **ALL RENTAL DOCUMENTS ARE DUE TO NO LESS THAN 10 BUSINESS DAYS PRIOR TO THE EVENT. YOUR EVENT WILL NOT BE CONFIRMED UNTIL A FULLY EXECUTED RENTAL AGREEMENT IS IN PLACE. MARKETING AND PROMOTION OF EVENTS IS EXPLICITLY PROHIBITED WITHOUT A FULLY EXECUTED RENTAL AGREEMENT.**
- Rental agreements are required for all events, and each event is subject to the District's review and approval. Please note, additional time will be required for events where special events permits are required.
- Rental agreements do not include provision for inclement weather dates; alternative dates will be handled on a case-by-case basis.

R.I.S.E.

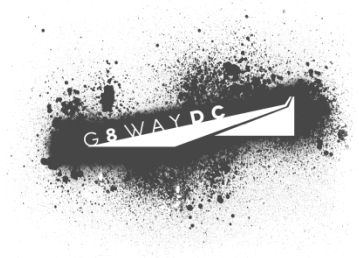
DEMONSTRATION CENTER



- Potentially controversial events may not be permitted.
- Events may be booked up to 6 months in advance.
- Events will be marked on the calendar as tentative until a deposit and the rental is approved by the District and rental agreement is fully executed.
- For a requested event, the Event Organizer has 10 business days to execute and submit a signed rental agreement with the deposit to the District. After 10 business days, the event will be removed from the calendar.
- All event details, including set-up, deliveries and clean-up schedules must be provided in writing no more than 5 business days prior to the event and approved by the District. All rental furniture, decor, etc. must be dropped off and picked up the same day as an event, or before 9:00 AM the following morning. Exceptions are permitted with prior approval of the District.
- All District of Columbia laws apply to use of Gateway DC and the R.I.S.E. Demonstration Center.
- The following activities are strictly prohibited at Gateway DC and the R.I.S.E. Demonstration Center:
 - Painting any surfaces in the space
 - Lighting candles of any kind, except birthday candles
 - Drilling or hammering holes into any surface
 - Tape, unless pre-approved in advance by Gateway management
 - Hanging any permanent fixtures that exceed weight loads or damages any surface
 - Moving mobile wood furniture at Gateway DC without the Facilities Manager's permission and oversight
 - Smoking is prohibited at or adjacent to the pavilion
 - Pyrotechnics are prohibited at the St. Elizabeths East campus

Space Rental Fees

- Rental rates vary depending on area reserved.
- Daily rental includes 8 total hours, including hours for setup and tear-down. Use agreed upon terminology.
- Rental rates do not include chairs, movable furniture, equipment or furniture removal/moving costs. No furniture is included in rental.
- For events with over 150 people, parking areas may be reserved for an additional fee of \$100 an hour for every 100 spaces.



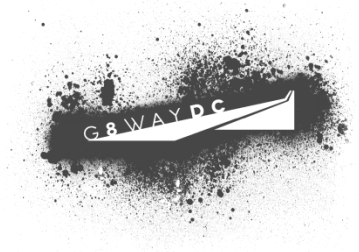
- Please note, a discounted rental rate is provided to individuals, non-profits, and government agencies.

Deposit

- 50% of the rental fee is due at the time of signing, plus \$100 minimum for whole day rental (8 or more hours).
- In order to secure a date for an event, the security deposit is due upon contract signing. Your event will not be confirmed/secured in the Gateway DC or R.I.S.E. Demonstration Center calendar if deposit is not received.
- The deposit can be paid for by business check, cashier's check or money order payable to the DC Treasurer (see the rental agreement).
- The Facilities Manager will conduct a pre and post event inspection with the Event Organizer to record existing conditions and damages that occur during the event. The Organizer will be charged for any damages.
- The property must be returned exactly as provided.

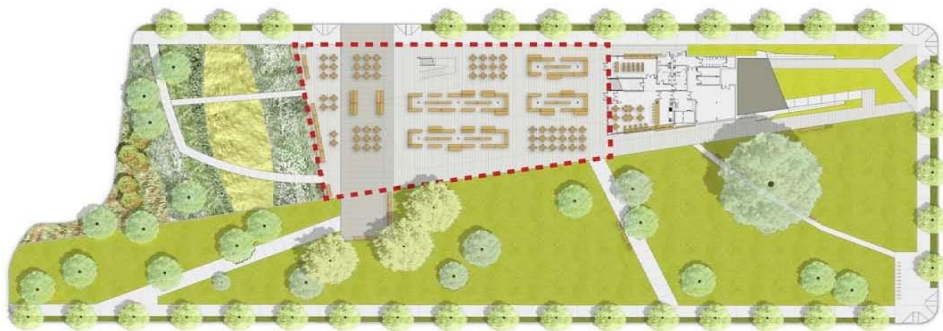
R.I.S.E.

DEMONSTRATION CENTER



RENTABLE SPACES WITH SIZE, CAPACITY & OTHER DETAILS

OPTION 1: GATEWAY DC:



Flex Room/Conference Room

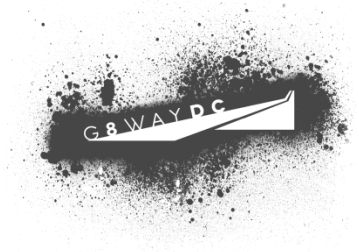
- Size: 450 SF
- Standing Capacity: 50
- Brief Description: enclosed in glass/transparent walls, flexible space, temperature controlled
- Appropriate Use Examples: meeting, small gathering, pop-up store, experiential retail, small celebration, small fitness class, seminar
- Rental Rate: \$40/hour

Secondary Flex Space/ Café Area

- Size: 1,000 SF
- Standing Capacity: 150
- Brief Description: cement floor, exposed ceiling, unconditioned space, "raw"
- Appropriate Use Examples: receptions, meeting, small gathering, pop-up store, experiential retail, small celebration, small fitness class, seminar
- The storage area in back is available for limited use during the duration of rentals
- Rental Rate: \$80/hour

RISE.

DEMONSTRATION CENTER



Lawn Areas

- Size: variable, extensive, up to one acre
- Standing Capacity: Variable
- Brief Description: lawn areas surrounding Gateway DC building
- Appropriate Use Examples: sports, concerts, extended space for events under covered area or roof, small and informal outdoor gatherings
- Rental Rate: \$100/hour *Sections/portions (one-third, one-quarter, etc.) of the non-enclosed areas may be rented

Green Roof

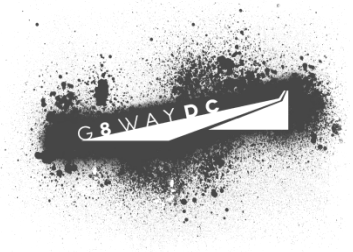
- Size: 21,000 SF
- Standing Capacity: max 1000 due to structural load
- Brief Description: soaring, open roof top space, grass area, concrete areas, several fixed wooden benches
- Appropriate Use Examples: graduation, concert, fashion or other specialty show
- Rental Rate: \$200 /hour *Sections/portions (one-third, one-quarter, etc.) of the non-enclosed areas may be rented

Covered Pavilion

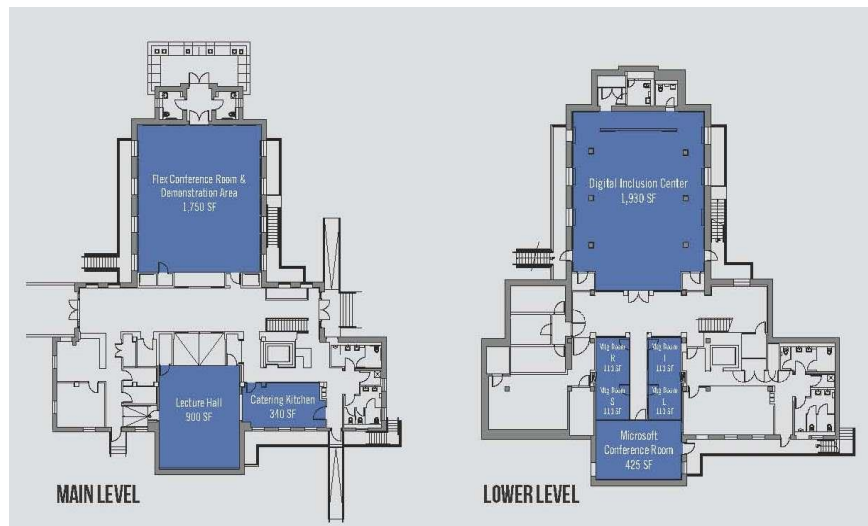
- Size: 16,300 SF
- Standing Capacity: 1,600
- Brief Description: open, covered space; open on sides to weather elements; flexible in use, layout and programming
- Appropriate Use Examples: marketplace, outdoor covered concert Rental Rate: \$400 /hour *Sections/portions (one-third, one-quarter, etc.) of the non-enclosed areas may be rented

RISE.

DEMONSTRATION CENTER



OPTION 2: RISE DEMONSTRATION CENTER:



Demonstration Hall

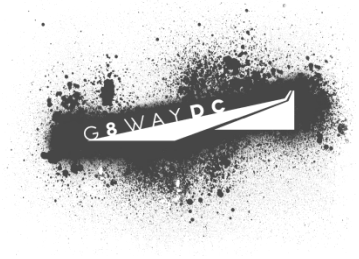
- Size: 1,750 SF
- Standing Capacity: 250 persons capacity
- Brief Description: technology focused, open space, project screens, flexible space, layout and programming
- Appropriate Use Examples: graduation, speaker series, exhibits, workshops or other specialty shows
- Rental Rate: \$100 /hour

Lecture Hall

- Size: 900 SF
- Standing Capacity: 150 persons capacity
- Brief Description: open area , two multimedia screens, glass doors, flexible in use, layout and programming
- Appropriate Use Examples: meetings, workshops, classroom lectures, small exhibits or other specialty events
- Rental Rate: \$80/hour

RISE.

DEMONSTRATION CENTER



Catering Kitchen

- Size: 340 SF
- Brief Description: prep kitchen used for catering
- Appropriate Use Examples: for catering use only
- Rental Rate: \$40/hour

Digital Inclusion Center

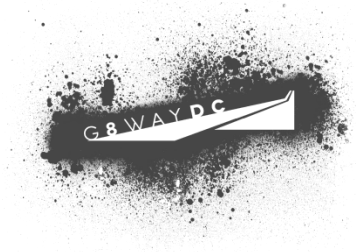
- Size: 1,930 SF
- Standing Capacity: 50 persons capacity
- Brief Description: computer lab setting
- Appropriate Use Examples: computer based classes, trainings, and other programming events
- Rental Rate: \$100 /hour

Microsoft Conference Room

- Size: 425 SF
- Standing Capacity: 15 persons capacity
- Brief Description: boardroom style, meetings, multimedia screen
- Appropriate Use Examples: meeting, small gathering, pop-up store, experiential retail, small seminar
- Rental Rate: \$40/hour

Four Meeting Rooms

- Size: 110 SF
- Standing Capacity: 5 persons capacity
- Brief Description: small multimedia space, classroom chairs, smart boards
- Appropriate Use Examples: classroom setting
- Rental Rate: \$20/ hour (each room)



MINIMUM INSURANCE REQUIREMENTS

Private Events (Less than 100 people)

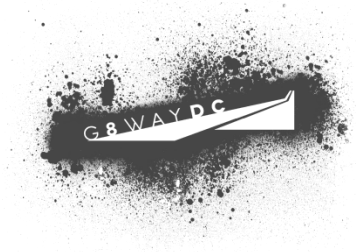
- *Commercial General Liability Insurance.* \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; and Personal and Advertising Injury. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation.
- *Automobile Liability Insurance.* Automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the activity or used in connection with the use of District-owned property, including activities relating to the approved use of school buildings and grounds. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
- *If Children present- Sexual/Physical Abuse & Molestation.* \$1,000,000 per occurrence limits; \$2,000,000 aggregate. The policy coverage shall include the District of Columbia as an additional insured. This insurance requirement will be considered met if the general liability insurance includes sexual abuse and molestation coverage for the required amounts.

Private Events (excess of 100 people)

- *Commercial General Liability Insurance.* \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; and Personal and Advertising Injury. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation.
- *Automobile Liability Insurance.* Automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the activity or used in connection with the use of District-owned property, including activities relating to the approved use of school buildings and grounds. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
- *Employer's Liability Insurance.* Employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

RISE.

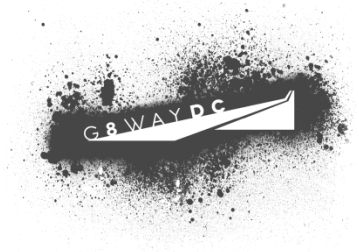
DEMONSTRATION CENTER



- *Umbrella or Excess Liability Insurance.* Umbrella or excess liability (which is excess over employer's liability, general liability, and automobile liability) insurance as follows: \$3,000,000 per occurrence, including the District of Columbia as additional insured.
- *Children present -- Sexual/Physical Abuse & Molestation.* \$1,000,000 per occurrence limits; \$2,000,000 aggregate. The policy coverage shall include the District of Columbia as an additional insured. This insurance requirement will be considered met if the general liability insurance includes sexual abuse and molestation coverage for the required amounts.

Events Open to Public (Regardless of Size)

- *Commercial General Liability Insurance.* \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; and Personal and Advertising Injury. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation.
- *Automobile Liability Insurance.* Automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the activity or used in connection with the use of District-owned property, including activities relating to the approved use of school buildings and grounds. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
- *Employer's Liability Insurance.* Employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.
- *Umbrella or Excess Liability Insurance.* Umbrella or excess liability (which is excess over employer's liability, general liability, and automobile liability) insurance as follows: \$3,000,000 per occurrence, including the District of Columbia as additional insured.
- *If Children present -- Sexual/Physical Abuse & Molestation.* \$1,000,000 per occurrence limits; \$2,000,000 aggregate. The policy coverage shall include the District of Columbia as an additional insured. This insurance requirement will be considered met if the general liability insurance includes sexual abuse and molestation coverage for the required amounts.



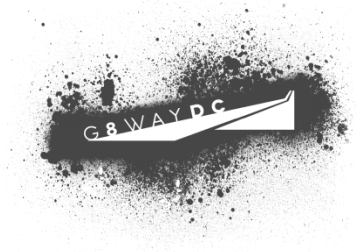
EVENT ORGANIZER CHECKLIST

Please use the checklist as a tool for your planning. Our event manager can explain the items in further detail.

- ☐ Fully executed rental agreement
- ☐ Insurance
 - ☐ Certificate of Insurance
 - ☐ Individual Waiver Form for Each Attendee (required for fitness class and similar events)
 - ☐ Insurance Requirements in Section 7 Waived
- ☐ Alcohol License or Permits: Traveling Caterers License with Alcohol License and/or Special Events Alcohol Permit
- ☐ Special Events:
 - ☐ District Department of Consumer and Regulatory Affairs (DCRA) permits (tent, stages, fences, bleachers, and/or generators)
 - ☐ DCRA Charitable Solicitation License (required if seeking (directly or indirectly) any contribution for any charitable purpose)
 - ☐ Fire Marshall permits (propane or open flames)
 - ☐ Department of Health Food Safety Division - Food Handling Certification (required for food service vendors)
 - ☐ Department of Health (Heath and Safety Plan)
 - ☐ Department of Fire and Emergency Medical Services (Special Operations Division) approval of the event and site plan
 - ☐ Office of Tax and Revenue (vendor tax identification number)
 - ☐ Confirmation that MPD has been notified
- ☐ Vendor Information
 - ☐ List of vendors who will be involved in your event (please include vendor tax identification numbers for all vendors and DOH Certification for food vendors)
 - ☐ Signed Vendor Usage Form
- ☐ On-site point of contact information
- ☐ Marketing materials with the proposed use of the R.I.S.E. logo for approval

RISE.

DEMONSTRATION CENTER



For events with more than 150 attendees:

- ☐ Run-of-Show or schedule of planned use of licensed spaces
- ☐ Detailed set-up, decoration and tear-down plan
- ☐ List of service contractors and suppliers who will be involved in your event
- ☐ Security Vendor/Partner Name, Contact
 - ☐ Number of required security personnel: _____
- ☐ Portable bathroom
 - ☐ Number of required bathrooms: _____
 - ☐ Site plan with locations of bathrooms and schedule for removal and cleanup

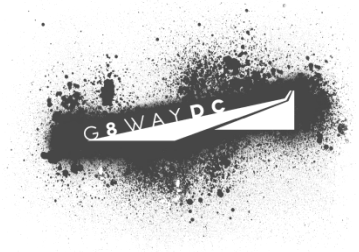
For events with more than 500 attendees:

- ☐ Traffic management plan
- ☐ Crowd management plan, including, First-aid area, security plan and medical services plan
- ☐ Waste Management Plan

Other requirements may be added in rental agreement.

ADDITIONAL REFERENCES

- HSEMA Special Events Planning Guide:
<http://hsema.dc.gov/sites/default/files/dc/sites/hsema/publication/attachments/2014%20MSETG%20Special%20Events%20Planning%20Guide.pdf>
- DCRA Special Events Questionnaire:
http://dcra.dc.gov/sites/default/files/dc/sites/dcra/publication/attachments/Special_Ev ents_Application_Questionnaire_5_30_2011u.pdf
- DCRA Special Events Permit Application:
http://dcra.dc.gov/sites/default/files/dc/sites/dcra/publication/attachments/Special_Event_Permit_Application_Final2.pdf



RULES AND REGULATIONS FOR EVENT ORGANIZERS AT GATEWAY DC & THE R.I.S.E. DEMONSTRATION CENTER

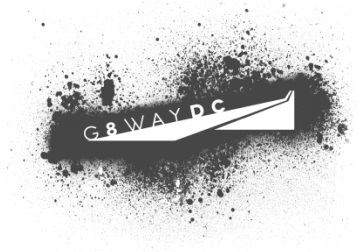
Eligibility

- Event Organizers may set up at the pavilion and RISE only with a fully executed rental agreement
- Any subletting of the Event Organizer's leased space without prior written approval from the District is strictly prohibited.
- Event Organizers must secure all permits or licenses required by applicable law for the event prior to entry to the R.I. S.E. Demonstration Center and Gateway DC. Failure to have all required permits and licenses shall result in immediate vacation from Gateway DC and/or the R.I. S.E. Demonstration Center.

Fees For Additional Hours

- Hours for the event have been reviewed and agreed to in the contract. Should the event run longer than agreed upon, the additional hours will be charge 1.5 times the hourly rate.
- End Users are responsible for all costs and expenses associated with its use of the Licensed Space in R.I.S.E, which shall include, but shall not be limited to, all costs and expenses related to the following:

Service	Overview	Notes
Facilities and Operations Management	District contractors provide building operational support Monday – Saturday, from 9AM-5PM.	Additional operational support is required for events with an expected attendance over 500 people, events lasting more than 6 hours (including set up and breakdown) and after hour events. Costs for additional services are the responsibility of the Licensee.
Furniture Moving	There are currently no furniture moving services provided.	The furniture in the open-air market area of the pavilion may not be moved without prior written approval. If moved,

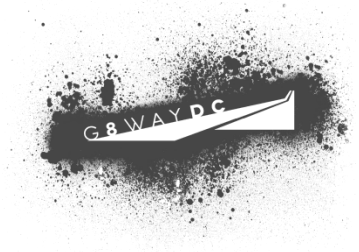


		Licensees are required to hire professional furniture moving companies.
Janitorial Services	The District contractors provide professional cleaning services Wednesday-Sunday, from 6AM-10AM and 12noon-4PM.	Additional janitorial support is required for events with an expected attendance over 500 people and may be required for after hour events. Costs for additional services are the responsibility of the Licensee.
Waste Management	The area used shall be left in substantially the same condition that it was prior to the Licensee's activities and all trash shall be placed in trash containers.	An additional waste management plan is required for events with an expected attendance over 500 people. Costs for additional services are the responsibility of the Licensee.
Security Services	The District provides security officer coverage on a 24 hour basis, seven days a week, at R.I.S.E. and Gateway DC.	Additional security is required for events with an expected attendance over 500 people and may be required for after hour events. Costs for additional services are the responsibility of the Licensee.

- End Users are responsible for paying the costs for any additional service providers directly to the service provider. All services providers must be approved in advance by the District.

Set Up, Tear-Down, And Operation

- Event Organizer deliveries may only be conducted between the hours of 8:00 AM and 5:00 PM, unless otherwise stated in the rental agreement.
- Event Organizers shall not construct alterations, or make improvements to the concrete pads within Gateway DC, or move any furniture in Gateway DC or the R.I. S.E. Demonstration Center without the express consent of the District or its representatives.



- All of the Event Organizer's materials must be removed at the conclusion of the event.
- Event Organizers serving from food trucks shall not drive vehicles on the concrete pads or landscaped areas without the explicit prior approval of the Gateway Manager and may only park and serve from the areas designated by the District's authorized representative.

Insurance

- Event Organizers must procure all insurance required by the District prior to entry onto the St Elizabeths East campus or Gateway DC and the R.I. S.E. Demonstration Center.

Security Requirements

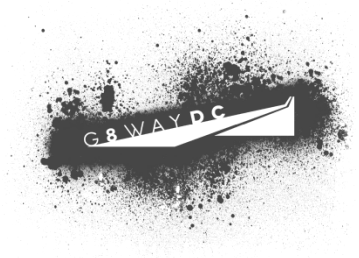
- Gateway DC and the R.I. S.E. Demonstration Center require 1 security guard for every 150 guests at an event. Additional security costs are solely the responsibility of the host. Security services must be prepared by a licensed security entity.

Restrooms

- A single exterior restroom will be open during roof and pavilion events.
- Event Organizers must provide one (1) additional portable restroom for every 150 guest at each event.
- Gateway DC the R.I. S.E. Demonstration Center restrooms may not be used for restricted events or personal use, or as a cleaning or dumping area for food or other wastes.

Food And Cooking Requirements

- All food vendors and/or trucks must have the required DOH licenses.
- Event Organizers using propane tanks of ANY size in vendor's permitted space must contact the Office of the Fire Marshall at (202) 727-1600 and obtain a permit before the propane tank is carried into the exhibit space.
- Event Organizers (or participating food vendor) must also have a UL rated fire extinguisher with a handle and a visible pressure gauge indicating that the extinguisher is charged and ready for use and of the appropriate size and class rating for the participant's/vendor's use as indicated by the Fire Marshall's permit. Additional fire extinguishers may be required depending on the size of the cooking area. For example, "Class A," extinguishing agent if the participant/vendor is not cooking in the permitted space, "Class K" (for grease fires) if the participant/vendor is cooking.



Food and Beverage Policy

Food is permitted in Gateway DC (small flex room) and R.I.S.E. to include, the Demonstration Hall, Lecture Hall, Small Meeting Rooms, and Microsoft Conference. Food is prohibited in the Digital Inclusion Center. End-users may not bring food and beverage into the Digital Inclusion Center during scheduled programs and events. This includes all small snack items, i.e. small pack of nuts, plastic bottled water, candy bars, small bag of chips, etc.

Food or beverages deemed necessary due to a special dietary need, religious requirement, or medical condition may be approved in advance by the Facility and Operations Managers.

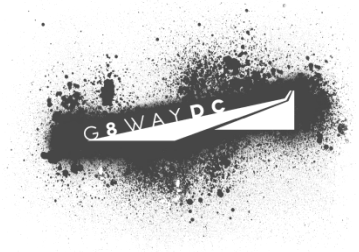
Guests may not bring glass, or plastic bottles or aluminum cans in to the facility. Guests must dispose of the unauthorized items prior to entrance in to the Digital Inclusion Center or return them to their vehicles. Facility and Operations Managers will not check-in any food or beverage items.

Trash and Damage

- All trash must be placed in plastic bags and placed adjacent to the pavilion's utility room.
- Note that recyclables must be placed in separate bags and properly identified as recyclable items.
- The security deposit will not be returned and will be applied towards trash removal fees for any trash, décor or other items not removed from the site and disposed of in accordance with these rules, as well as any damage to the facilities. Additional fees may apply for trash removal and damage to the facilities.

Alcohol Policy

- Alcohol is only permitted if explicitly allowed under the Rental Agreement, the appropriate levels of insurance are in place and the permittee has secured all required permits for the service of alcohol.
- For additional information on licenses required for the service of alcohol, contact the Alcoholic Beverage Regulation Administration (ABRA) at (202) 442-4423 or <http://abra.dc.gov/page/licensing>. Please note that applications for ABRA licenses for Special Events must be filed with ABRA no less than 14 days prior to the event.



- Proof of ABRA license or catering licenses is due with the rental agreement for events involving alcohol.

Exhibit Display And Operation

- Event Organizers must maintain their exhibit and space in an attractive, clean, orderly, and professional manner.
- Event Organizers that are selling or vending products at Gateway DC or the R.I. S.E. Demonstration Center are required to request written approval from the District or its authorized representative before introducing a new vendor or product line to the market and shall have all secured all required permits and licenses required for the selling or vending of products.
- Event Organizers must secure all tents, canopies, umbrellas, and other forms of stall cover with weights and ensure that their exhibit causes no damage to Gateway DC and/or the R.I. S.E. Demonstration Center.
- Event Organizers must ensure that all of their products and exhibit materials stay within the confines of the space assigned by the Gateway DC and R.I.S.E. Manager.

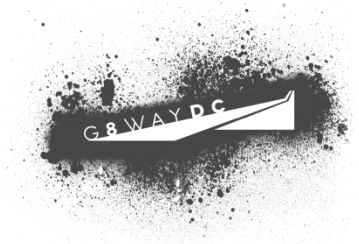
Use Of Gateway DC Logo

- The Gateway DC and the R.I. S.E. logo may not be used on any marketing materials without the prior written consent of the Gateway DC and R.I.S.E. Manager.
- Distribution of marketing materials for events hosted at Gateway DC and the R.I. S.E. Demonstration Center is strictly prohibited until the rental agreement is fully executed and deposit is received by Gateway DC and R.I.S.E. Manager.

Event Organizer Conduct

Event Organizers shall adhere to all directions of the Gateway DC and R.I.S.E. Manager's directives and these rules and regulations. The District reserves the right to take action on any and all activities conducted by the Event Organizer that may be contrary to the public interest, interferes with the operations of Gateway DC and the R.I. S.E. Demonstration Center, or are unprofessional. Infractions include, but are not limited to, the following:

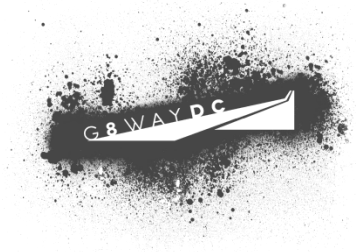
- All Event Organizers must represent their business and market their goods in a professional and courteous manner.



- Sound levels from individual stalls shall not interfere with any other Event Organizer's ability to conduct business or cause complaints from customers or other Event Organizers within the Gateway DC and the R.I. S.E. Demonstration Center.
- Children under the age of eighteen (18) years of age must be supervised at all times.
- Event Organizers shall immediately contact the Gateway DC and R.I.S.E. Manager if any issues or disputes arise with fellow Event Organizers or any other person present at Gateway DC and/ or the R.I. S.E. Demonstration Center.
- Event Organizers should not attempt to approach customers who are suspected of theft; Event Organizers should immediately call 911. The 911 call will be dispatched to the nearest police officer, often a member of the DGS Protective Services Police Division.
- Event Organizers must obey all laws, codes, and regulations, including the fire code.
- Event Organizers (or their vendors/participants) shall not aggressively solicit or call to customers or visitors as they pass by.
- Participating vendor must sell their product from their vending space and shall not walk around Gateway DC and the R.I. S.E. Demonstration Center distributing leaflets or otherwise attempting to solicit business.
- While pets are permitted at Gateway DC, pets owned by Event Organizers, vendors or other official participants are not allowed at Gateway DC and the R.I. S.E. Demonstration Center unless the pet is a trained service animal.

Liability and Miscellaneous Provisions

- The District reserves the right to amend, supplement, or otherwise change these rules at any time. Waivers of the Gateway DC and the R.I. S.E. Demonstration Center rules must be noted in the rental agreement.
- Event Organizer agrees to accept the District authorized representative's decisions as final in any dispute between Event Organizers, or between an Event Organizer and member of the general public.
- The Gateway DC and the R.I. S.E. Demonstration Center Representatives shall have the right to contact security and law enforcement authorities if any Event Organizer does not comply with the District's authorized representative's decision to require the Event Organizer to vacate the campus.
- Any Event Organizer that uses a third party to assist with their exhibit to set up and/or tear-down will do so at his or her own risk and will be held responsible for any damage to the Event Organizer's merchandise, vending space, or Gateway DC and the R.I. S.E.



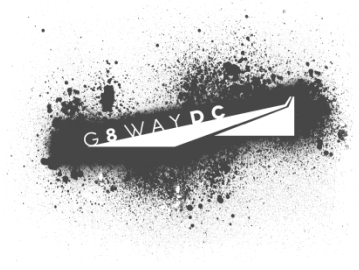
Demonstration Center (including any damage to landscaping within the Gateway DC and the R.I. S.E. Demonstration Center) resulting from use by the third party.

- Event Organizers are responsible for any damage caused by the food truck or the food vendor.
- The District shall not be responsible for any damage caused by weather, other Event Organizers, customers, or customer's pets.
- Each Event Organizer understands and agrees that the District may allow the Event Organizer to use the Gateway or permit the Event Organizer the right to vend within the space designated for the Event Organizer by the District's authorized representative, and conveys no additional rights to the Event Organizer.

Prohibited Items

Items not permitted into the facility include, but are not limited to, the following:

- Coolers
- Drums sticks
- Cooked Food, alcohol, etc. without food permit (No food/beverage in the Digital Inclusion Center)
- Noisemakers, whistles, air horns, musical instruments (plastic horns vary per event)
- Glass bottles, metal cans, etc.
- Professional camera equipment, video cameras, tripods, etc.
- Animals (except service animals)
- Weapons, explosives, pepper spray, tear gas, etc.
- Fireworks, slingshots, smoke bombs, laser pointers, etc.
- Large bags, large backpacks, suitcases, briefcases, beach bags, etc.
- Water guns, toy / replica weapons, squirt bottles, soap bubbles, etc.
- Beach balls, Frisbees, balloons, brooms, skateboards, roller blades, skates, etc.
- Flags / Signs larger than 3' x 4'.
- Sticks, poles, rods, drum sticks.
- Confetti or streamers



- Permanent Markers
- Paint

Guests found in possession of the above-mentioned items will be asked to remove the item from the facility or dispose of it. Guests who refuse to comply may be denied entry or will be ejected from the facility and may be subject to arrest. Guests found in possession of the above-mentioned items inside of the facility may be subject to the confiscation of the items or possible ejection. Guests found in possession of fireworks or explosive devices will be ejected from the facility.

Intoxicated Guests

We reserve the right to deny entry to guests that appear to be intoxicated. Any intoxicated guests causing a disturbance during an event, will be asked to leave the facility and may be subject to arrest

CHAPTER 3 /EXTERNAL SERVICES

- Parking
- Driving Directions
- Guest Services and Amenities
- Meeting Room Services
- Exhibits and Pop-ups
- Restrooms
- Telephone
- Internet and Wireless Communications
- Logos and Images

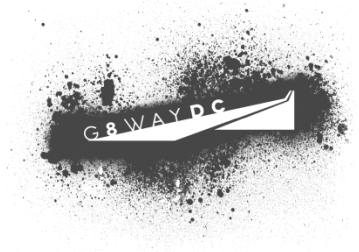
PARKING (CIRCLED IN YELLOW)

No parking is permitted in loading dock areas or any location posted, "No Parking." Unauthorized vehicles will be removed at the owner's expense. Limited parking may be available for customer use. If you are visiting Gateway DC and the R.I.S.E. Demonstration Center for an event or a meeting please park in the designated areas behind the R.I.S.E. Demonstration Center. Consult with the Facilities Manager to address any further concerns.



DRIVING DIRECTIONS

The address for Gateway DC is 2700 Martin Luther King Jr Ave SE, Washington, DC 20032 and for the R.I.S.E. Demonstration Center is 2730 Martin Luther King Jr Ave SE, Washington, DC



20032. We are located at the 3rd Gate located on the campus St Elizabeths East. The following directions are from the **National Mall** in Washington, DC.

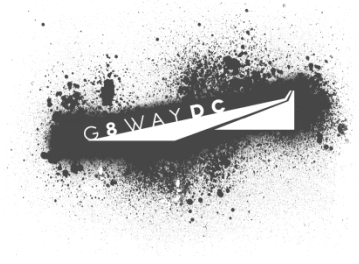
- Head south on 4th St SW toward Independence Ave SW
- Take I-695 to Martin Luther King Jr Ave SE
- Take the 1st left onto Independence Ave SW
- Take the 2nd right onto Washington Ave SW
- Slight right onto the ramp to I-695
- Keep left at the fork, follow signs for I-295 S/Nationals Park/6th St and merge onto I-695
- Keep left at the fork and merge onto I-295
- Take exit 3B for Howard Rd toward Nationals Park/Downtown
- Turn left onto Howard Rd SE
- Turn right onto Martin Luther King Jr Ave SE
- Destination will be on the right

GUEST SERVICES AND AMENITIES

Our Security Desk is located at the entrance of the R.I.S.E. Demonstration Center and the Facilities Manager's office is located behind the desk. Our facilities staff will be posted at critical locations in the building to provide directions and event information to the attendees.

MEETING ROOM SERVICES

Our meeting room dimensions and maximum capacities have been verified for standard setups using industry standards. Maximum capacities are based on a minimum of additional support equipment in the space. Elements such as lighting or sound towers, camera risers, runways, production control areas, or buffet lines (all at your expense) will reduce the seating capacity of the room. Our Gateway DC and the R.I.S.E. Demonstration Center Facilities Manager will set up all Gateway DC and the R.I.S.E. Demonstration Center furniture for the meeting rooms inside the Pavilion and outside of the Gateway DC and the R.I.S.E. Demonstration Center. The Facilities



Operations team maintains our inventory of tables, chairs, and lecterns, and projectors for standard set-up services. Please confirm what equipment and furniture is included in the rental. Additional rental fees may apply to equipment and furniture use.

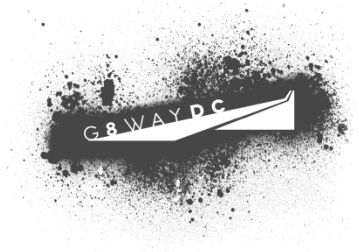
EXHIBITS AND POP-UPS

Vendors and Exhibitors are required to sign Vendor Agreements before using space at either Gateway DC or the R.I.S.E. Demonstration Center. Event Organizers must maintain their exhibit and space in an attractive, clean, orderly, and professional manner. Event Organizers that are selling or vending products at Gateway DC and the R.I.S.E. Demonstration Center are required to request written approval from the District or its authorized representative before introducing a new vendor or product line to the market and shall have all secured all required permits and licenses required for the selling or vending of products.

Event Organizers must secure all tents, canopies, umbrellas, and other forms of stall cover with weights and ensure that their exhibit causes no damage to Gateway DC and the R.I.S.E. Demonstration Center. Event Organizers must ensure that all of their products and exhibit materials stay within the confines of the space assigned by the Gateway DC and the R.I.S.E. Demonstration Center Facility Manager.

RESTROOMS

Both Gateway DC and the R.I.S.E. Demonstration Center have restrooms in the interior. Gateway DC has a public bathroom on the exterior of the building. In addition, there are male and female restrooms available within the pavilion adjacent to the Conference Room inside the pavilion. The interior bathrooms are available for rentals that include use of the interior space. The R.I.S.E. Demonstration Center also has restrooms on the main floor as well as the lower level.



TELEPHONE

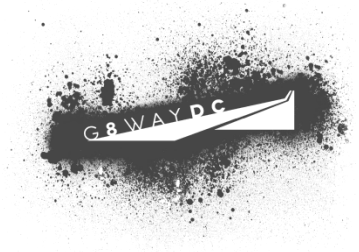
Telephone service is available for local calls only at the R.I.S.E. Demonstration Center Security Desk. The personal use of phone is prohibited, except in cases of emergency.

INTERNET AND WIRELESS COMMUNICATIONS

Free DC Wi-Fi/ Internet Service is provided at both Gateway DC and the R.I.S.E. Demonstration Center. If you may need Wi-Fi for your event please inform the Gateway DC and the R.I.S.E. Demonstration Center manager. To place a service call for trouble with the Wi-Fi, please call: (202) 724- 2028

LOGOS AND IMAGES

The Gateway DC and the R.I.S.E. Demonstration Center logo may not be used in any public or private promotional materials, without written consent. We maintain a library of Gateway DC and the R.I.S.E. Demonstration Center images for promotional and marketing materials. Use of these photos is permitted only upon agreement to credit both photographer and Gateway DC and the R.I.S.E. Demonstration Center.



CHAPTER 4 /FOOD AND BEVERAGE

- Food and Cooking Requirements
- Alcohol Policy

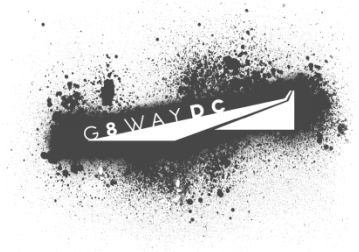
FOOD AND COOKING REQUIREMENTS

All food vendors and/or trucks must have the required DOH licenses and provide a signed DHOH Form to the Facilities Manager before vending food at Gateway DC or the R.I.S.E. Demonstration Center.

In addition, Event Organizers using propane tanks of ANY size in vendor's permitted space must contact the Office of the Fire Marshall at (202) 727-1600 and obtain a permit before the propane tank is carried into the exhibit space. Event Organizers (or participating food vendor) must also have a UL rated fire extinguisher with a handle and a visible pressure gauge indicating that the extinguisher is charged and ready for use and of the appropriate size and class rating for the participant's/vendor's use as indicated by the Fire Marshall's permit. Additional fire extinguishers may be required depending on the size of the cooking area. For example, "Class A," extinguishing agent if the participant/vendor is not cooking in the permitted space, "Class K" (for grease fires) if the participant/vendor is cooking.

Food And Cooking Requirements

- All food vendors and/or trucks must have the required DOH licenses.
- Event Organizers using propane tanks of ANY size in vendor's permitted space must contact the Office of the Fire Marshall at (202) 727-1600 and obtain a permit before the propane tank is carried into the exhibit space.
- Event Organizers (or participating food vendor) must also have a UL rated fire extinguisher with a handle and a visible pressure gauge indicating that the extinguisher is charged and ready for use and of the appropriate size and class rating for the participant's/vendor's use as indicated by the Fire Marshall's permit. Additional fire



extinguishers may be required depending on the size of the cooking area. For example, "Class A," extinguishing agent if the participant/vendor is not cooking in the permitted space, "Class K" (for grease fires) if the participant/vendor is cooking.

Food and Beverage Policy

Food is permitted in Gateway DC (small flex room) and R.I.S.E. to include, the Demonstration Hall, Lecture Hall, Small Meeting Rooms, and Microsoft Conference. Food is prohibited in the Digital Inclusion Center. End-users may not bring food and beverage into the Digital Inclusion Center during scheduled programs and events. This includes all small snack items, i.e. small pack of nuts, plastic bottled water, candy bars, small bag of chips, etc.

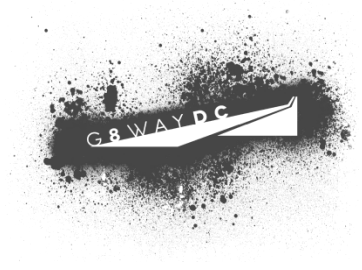
Food or beverages deemed necessary due to a special dietary need, religious requirement, or medical condition may be approved in advance by the Facility and Operations Managers.

Guests may not bring glass, or plastic bottles or aluminum cans in to the facility. Guests must dispose of the unauthorized items prior to entrance in to the Digital Inclusion Center or return them to their vehicles. Facility and Operations Managers will not check-in any food or beverage items.

ALCOHOL POLICY

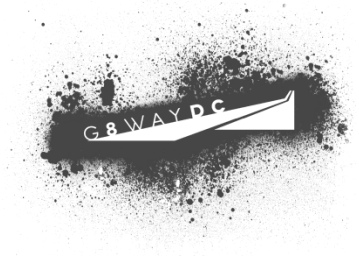
Alcohol is only permitted if explicitly allowed under the Rental Agreement, the appropriate levels of insurance are in place and the permittee has secured all required permits for the service of alcohol. For additional information on licenses required for the service of alcohol, contact the Alcoholic Beverage Regulation Administration (ABRA) at (202) 442-4423 or <http://abra.dc.gov/page/licensing>.

Please note that applications for ABRA licenses for Special Events must be filed with ABRA no less than 14 days prior to the event. Proof of ABRA license or catering licenses is due with the rental agreement for events involving alcohol.



Intoxicated Guests

We reserve the right to deny entry to guests that appear to be intoxicated. Any intoxicated guests causing a disturbance during an event, will be asked to leave the facility and may be subject to arrest



CHAPTER 5 /FIRE & SAFETY REGULATIONS

- Overview of Fire and Safety
- Basic Safety Rules
- Security
- Capacity
- Candles, Grills, Fire, & Cooking
- Fire Regulations
- Smoking Illegal Substances
- First Aid
- Medical Emergencies

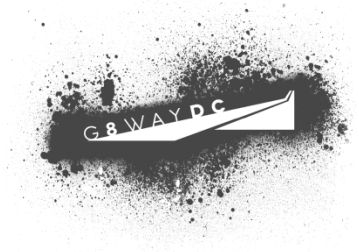
OVERVIEW OF FIRE AND SAFETY

Each year the DC Fire & EMS Department Fire Prevention Division inspects thousands of businesses to ensure compliance with fire code. These inspections are required in many cases by the responsible District Government licensing agency to satisfy their business/ operational license renewal process. The DC Fire & EMS Department Fire Prevention Division (FPD) is responsible for ensuring safe operational practices of those individuals, companies and businesses who wish to use or participate in operations that are considered to be hazardous and pose a potential threat to the safety and well-being of the general public, patrons and visitors to District of Columbia. To make this possible, there are certain operations and practices that require a proper fire code compliance review and the issuance of an operational permit from the Fire Chief.

BASIC SAFETY RULES

Follow These Rules When Operating in the Gateway DC and the R.I.S.E. Demonstration Center

1. Any incident that involves property/equipment damage or bodily injury must be reported immediately to the Facility Manager.
2. Smoking is prohibited in all areas of either building.
3. Sale (without the appropriate license), possession, or use of alcohol, drugs, or weapons is strictly prohibited.



4. Disorderly conduct, horseplay and fighting are strictly prohibited.
5. Cell phones and radios are not permitted while operating any powered equipment.

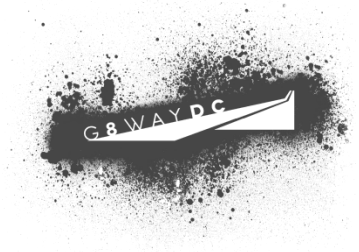
The Public Safety Staff are responsible for:

1. Consistent tours of all entrances, shared areas, facility corridors, parking areas, and the entire perimeter.
2. Welcoming guests and ensuring parking in appropriate areas and monitoring/limiting areas for private events.
3. Responding to medical and non-medical emergencies along with show contracted medical providers and security providers.
4. Investigating and documenting incidents.
5. Programming and issuing keycards.
6. Securing and un-securing doors.
7. Monitoring closed circuit TV surveillance of selected areas.
8. Liaising with contracted security and medical providers.
9. Liaising with local and federal law enforcement agencies.
10. Provide oversight of an emergency preparation and response plan.

SECURITY

Each meeting room and public space in Gateway DC and the R.I.S.E. Demonstration Center will be secured by lock and key. However, during events Gateway DC and the R.I.S.E. Demonstration Center will not be responsible for securing personal items. Public Safety personnel and the Facility Manager are the only ones permitted to have key access to meetings rooms.

For special events, event security services may be required throughout your licensed period during move-in, event days and move out. Your security contractor must provide us with your event security deployment plan 10 business days in advance of your event. The plan must



include, dates times, assigned post, number of supervisors. Upon review of your plan, we may require additional security personnel.

Gateway DC and the R.I.S.E. Demonstration Center require 1 security guard for every 150 guest at an event. Additional security costs are solely responsibility of the host. Security services must be provided by a licensed security entity. There is currently security provide at Gateway DC in the guard booth and at the R.I.S.E. Center security desk. Security is ordered to check each visitors' driving license upon entering the campus. When in danger security is trained to call 911, then file an incident report. In case of fire, security will call the fire department and write an incident report. The incident report will be sent to the Facilities Manager within 72 hours. Security closes the park at 6:00pm if no event is going on and the grounds are clear.

CAPACITY

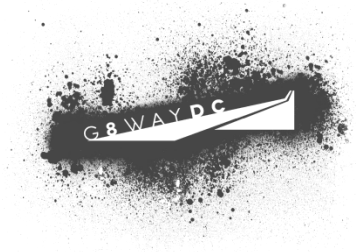
The capacity at Gateway DC and the R.I.S.E. Demonstration Center will not permit any rental of the space to be occupied by persons numbering greater than the listed capacities.

CANDLES, GRILLS, FIRE AND COOKING

The use of personal grill is fine as long as they are not on any public space. Additionally, these grills cannot be used for commercial use. I don't recommend the use of propane gas grill in this setting. No permits are required if these few rules are followed.

Open flame devices such as lighted candles, lighters, sparklers, or torches are not generally permitted in Gateway DC and the R.I.S.E. Demonstration Center and the outside covered market area. Lighted candles may be used at specials events such as banquets and only under the following conditions.

- Candles must have a solid base and fires must be fenced in a fire resistant vessel. Votive candles and "hurricane lamp" candles are models of acceptable candles.
- Candles must be placed on tables or other unwavering surfaces.



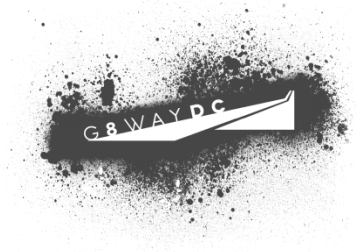
- Samples of all candles planned for use must be submitted in advance to the facilities manager for authorization.

Cooking is allowed in the Pavilion areas when food or food equipment products are approved as part of the show or vendor stall, and with advance written approval from the Gateway DC and the R.I.S.E. Demonstration Center Manager.

All cooking materials (grills, fryers, etc.) must be approved in writing by the Facilities Manager and noted in the Rental Agreement. Grills generating open flames and fryers are not allowed in the covered pavilion areas. The use or storage of any flammable or combustible, liquids, compressed gases cylinders, hazardous materials or chemicals as fuel is strictly prohibited at Gateway DC and the R.I.S.E. Demonstration Center. Frying equipment must come with grease shields. A fire extinguisher with minimum rating of 3A40BC must be displayed in each cooking area. Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. In addition, proper containers, such as grease barrels must be provided for disposal of oil and grease and other excess wastes. Disposal of cooking residue into the City's drainage system is strictly prohibited.

FIRE REGULATIONS

Visitors, general contractors, and event promoters must comply with all federal, state, and local fire regulations and building codes that apply to places of public assembly. All curtains, bunting, draping, etc., must be approved in advance by the Gateway DC and the R.I.S.E. Demonstration Center Facilities Manager and made of flame retardant materials. Firefighting and emergency equipment including fire extinguishers, strobes, fire hose cabinets, and standpipes may not be hidden, blocked, or obstructed. All emergency exits, hallways, and aisles leading from Gateway DC and the R.I.S.E. Demonstration Center Pavilions must be kept clear and unobstructed. Fire lanes and exits must be left open at all times.



SMOKING ILLEGAL SUBSTANCES

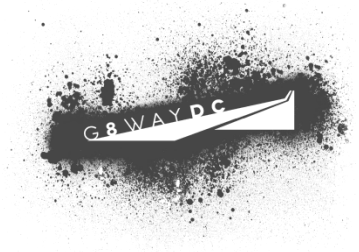
The act of smoking of an illegal substance will not be tolerated at Gateway DC and the R.I.S.E. Demonstration Center. It may result in further legal actions. Smoking cigarettes is prohibited inside of Gateway DC and the R.I.S.E. Demonstration Center. If you are a smoker you must smoke in the designated outdoor smoking area.

FIRST AID

The Facilities Manager will be able to access First Aid Kits if needed. If there are any medical emergencies that need immediate attention you should contact the **Metropolitan Police Department** for assistance.

MEDICAL EMERGENCIES

In the event of a medical emergency requiring an ambulance, please call 911 for assistance.



CHAPTER 6 / ACCESSIBILITY

- Guest with Disabilities Overview
- Entrances and Access
- Wheelchairs
- Hearing Impaired Services
- Service Animals
- Parking

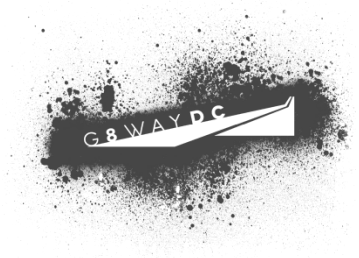
GUEST WITH DISABILITIES OVERVIEW

Gateway DC and the R.I.S.E. Demonstration Center are committed to being compliant to the needs of individuals with disabilities in accordance with the Americans with Disabilities Act. The public sidewalks serving the Gateway DC and the R.I.S.E. Demonstration Center feature curb entries for wheelchair access. Automatic doors are located at the entrance of Gateway DC and the R.I.S.E. Demonstration Center. Inside the facility, meeting rooms, and common areas are all conveniently accessible. Telephones, drinking fountains and restrooms throughout the building are also wheelchair accessible.

ENTRANCES AND ACCESS

Gateway DC has two public entrances located at the front of the Pavilion. The public entrance to the enclosed area is wheelchair accessible with automatic doors located at the entrance. The facility is equipped with meeting space that is conveniently accessible.

The R.I.S.E. Demonstration Center also features two wheelchair accessible entrances at each side of the Center. The public entrance to the enclosed area is wheelchair accessible with automatic doors located at the entrance. The facility is equipped with meeting space that is conveniently accessible, as well as an elevator to the lower level.



WHEELCHAIRS

Gateway DC and the R.I.S.E. Demonstration Center will not be responsible for providing wheelchairs. The Event Organizer will be responsible for providing wheelchairs, motorized mobility scooters, Segway and other non-permanent access accommodations.

HEARING IMPAIRED SERVICES

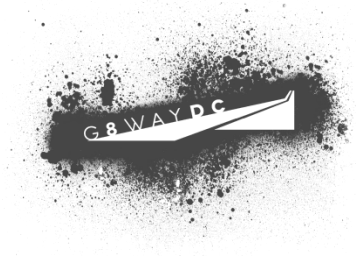
Please request that the Facilities Manager contact the **Office of Disability Rights** www.odr.dc.gov at (202) 724-5055 if you will need an interpreter or hearing impaired services.

SERVICE ANIMALS

Trained service animals are permitted on the property of Gateway DC and the R.I.S.E. Demonstration Center with proper supervision.

PARKING

Please contact the Facilities Manager to inquire about parking spaces available for vehicles displaying disability parking placards/permits or license tags. There is also parking available at Congress Height Metro Station and those who will be utilizing Congress Height Metro Station parking will have to pay for the metered parking.



CHAPTER 7/ FACILITY OPERATIONS & MAINTENANCE

- Facilities Schedules
- Room Set-up Options
- Ticket Sales
- Exterior Tents, Exhibits and Demonstrations
- Signs, Banner Hanging, Flags and Decals
- Lost and Found
- Waste Removal and Recycling
- Crowd Management
- Noise
- Animals

FACILITIES SCHEDULES

Facilities and Operations Manager

Monday-Saturday

9AM-5PM

Custodial Services:

Wednesday - Sunday

6 am-10 am and 12pm -4 pm (Two Shifts)

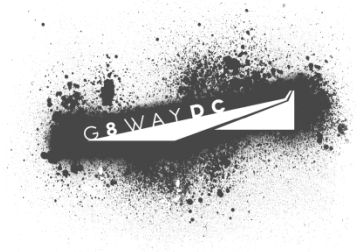
Landscape Services

Grass Cut Mondays

Hauling Services (Trash/Recycling)

Monday Collections

(Same dumpsters for Chapel and Pavilion)



ROOM SET-UP OPTIONS



Bedroom Style- a rectangular or oval table set up with chairs around all sides and ends.



Classroom Style- rows of conference tables with chairs facing the front of a room (and usually a speaker), providing writing space for each person.



U-Shape- a series of conference tables set in the shape of the letter U, with chairs around the outside.

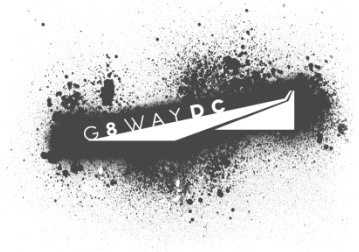


Theater Style- Seats or chairs in rows facing a stage area, head table, or speaker (with no conference table).

Any changes will be charged to the end user and must be approved by the GatewayDC Manager.

TICKET SALES

Gateway DC and the R.I.S.E. Demonstration Center do not have the box office capacity to sales ticket. It is the responsibility of the Event Coordinator to orchestrate ticket sales. The event attendees can pay for tickets for an event at Gateway DC and the R.I.S.E. Demonstration Center the day of the event, although in some instances Metropolitan Police Department will need to be present. The end-user will be responsible for paying the off-duty police officer or security personnel. You must inform the Facility Manager if you plan to collect cash on site.



We require Metropolitan Police Department or armed-security officer(s) to be stationed at active cash handling stations such as box offices, and registration areas.

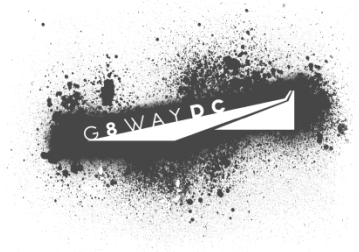
EXTERIOR TENTS, EXHIBITS AND DEMONSTRATIONS

If stakes or other items are inserted into the grass, asphalt, and/or concrete pavement to anchor the tent, the end-user is required to conduct a locator search of buried underground utilities. Repair expenses incurred by Gateway DC and the R.I.S.E. Demonstration Center to restore grounds and parking lots to their pre-exhibition condition will be billed to the customer. Contact Gateway DC and the R.I.S.E. Demonstration Center Management for information on obtaining a permit for exterior tent installation. All exterior exhibit space must be leased and requires prior approval from Facility Management, regardless of Gateway DC and the R.I.S.E. Demonstration Center contracted space agreement.

SIGNS, BANNER HANGING, FLAGS AND DECALS

Gateway DC and the R.I.S.E. Demonstration Center Facility Management team must approve the location of special signs, banners, flags, and decals. Gateway DC and the R.I.S.E. Demonstration Center directional signage may not be covered or otherwise obstructed. The method of installation must be submitted to Facility Operations Team and approved by the Facility Manager.

Painting of signs, banners, exhibits, or other objects is not permitted inside Gateway DC and the R.I.S.E. Demonstration Center. Signs, Banner Hanging, Flags and Decals, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns. Holes may not be drilled, cored, or punched into any walls, floors, or ceilings of Gateway DC and the R.I.S.E. Demonstration Center.



Adhesive-backed (stick-on) decals or similar items (except nametags) are not permitted in Gateway DC and the R.I.S.E. Demonstration Center and may not be distributed by exhibitors. Any costs incurred by Gateway DC and the R.I.S.E. Demonstration Center or the removal of these items will be charged to the Event Organizer.

LOST AND FOUND

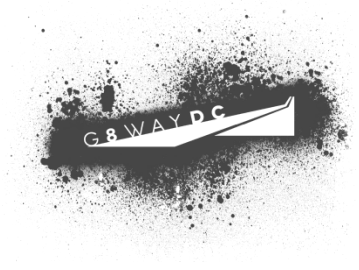
Items lost or found during an event must be handled by the visitors. The “lost and found” is located at the R.I.S.E. Demonstration Center behind the security desk. At the end of the event, any unclaimed items will be placed in the lost and found. After 60 days, unclaimed items may be disposed of.

WASTE REMOVAL AND RECYCLING

Gateway DC and the R.I.S.E. Demonstration Center Trash and Recycling Collections occur once a week on Monday. If a federal holiday falls on a Monday, trash removal will the following business day. Please inquire with the Facilities Manager as to whether additional Waste Management is required for your event.

CROWD MANAGEMENT

If your event is open to the public or could potentially have long queues for any activity, you are required to make the necessary arrangements for safe and efficient crowd management. This includes appropriate plans for queuing lines at the box office and at the entrance to the event, safety personnel to manage overcrowdings, safety staff inside the event, and staff to manage the safe outlet from the event. These details should be included in your security deployment plan. Your facility manager will initiate a planning meeting with your security contractor and our public safety division to facilitate the crowd management plan.

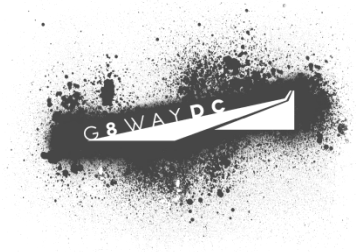


NOISE

Volume levels at events may not infringe on other events. Decibel levels must not exceed levels permitted by law, safe limits, or the rules set by the Gateway DC and the R.I.S.E. Demonstration Center Facilities Management Team. Gateway DC and the R.I.S.E. Demonstration Center are family friendly venues. As such, appropriate language, without profanity, is requested of all End Users.

ANIMALS

Dogs are permitted at Gateway DC in the outdoor areas, but dogs must remain on a leash at all times. Other animals are not permitted in Gateway DC and the R.I.S.E. Demonstration Center except in conjunction with an approved exhibit, as service animals for individuals with disabilities, or to assist law enforcement personnel. Animals that are approved must be on a leash, within a pen, or under similar control and owners must clean up after pets when they produce waste. The owner is fully responsible for obtaining all appropriate permits and for all sanitary needs for the animals.



CHAPTER 10 /FACILITY PROTECTION

- Furniture
- Pre and Post Event Inspections
- Carpet, Granite and Wood Protection
- Decorations
- Helium Balloons
- Water Structures
- Inclement Weather

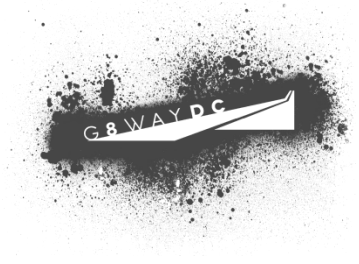
FURNITURE

During your event you will have the right to choose the layout of furniture from approved layouts when using Gateway DC and the R.I.S.E. Demonstration Center furniture. The wood furniture in the open-air market of the pavilion cannot be moved without the prior approval of the Facilities Manager. The wood furniture may only be moved by professional movers.

During your event the Gateway DC and the R.I.S.E. Demonstration Center Manager will perform an inspection of all furniture. If there has been any damage to the furniture, you will be billed of all charges.

PRE AND POST EVENT INSPECTIONS

At Gateway DC and the R.I.S.E. Demonstration Center inspections of all rented space to record existing conditions occurs on the first day of your move-in. The inspection is scheduled so that you or your designee and your service contractor are present. During your event, you are informed of any damages that occur as they are discovered. A final inspection of your leased space is scheduled on the last day of your move-out. You will be charged for any damages.



CARPET, GRANITE AND WOOD PROTECTION

Gateway DC and the R.I.S.E. Demonstration Center reserve the right to protect carpet, granite, and wood. Motorized vehicles, with the exception of motorized vehicles driven to support the disabled are not permitted on the Gateway DC and the R.I.S.E. Demonstration Center paved areas. Wood furniture should be maintained and finished with a wood cleaner. Carpet must be placed under any structures placed on granite or tile such as counters, meter boards, portable concession stands, etc. No items are permitted to contact or lean against any facility wall surface. Only approved adhesives may be used at Gateway DC and the R.I.S.E. Demonstration Center. You must get approval from Facility Operations Team.

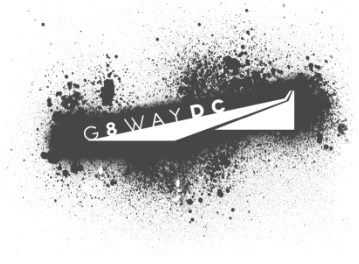
DECORATIONS

Decorations and signage may not be taped, nailed or otherwise fastened to any permanent surface. Adhesive-backed decals or stickers may not be distributed anywhere by anyone in the building. Glitter is not allowed anywhere in the building.

Confetti may not be used without prior approval in carpeted areas of the building. Cleaning fees will be assessed. All adhesive backed décor and window cleaning material and placement must be approved.

HELIUM BALLOONS

Helium-filled balloons may not be distributed in Gateway DC and the R.I.S.E. Demonstration Center without prior approval from the Facilities Manager. Helium balloons used to decorate a booth must be pre-approved, tethered and must be securely fastened to the a booth or approved area. Balloons must be removed by the End User at the end of each event.



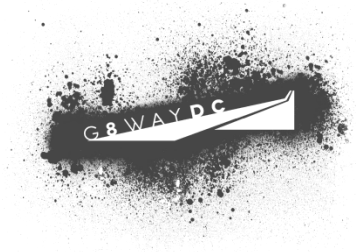
WATER STRUCTURES

Appropriate protection must be placed on the floor and floor ports before fountains, ponds, hot tubs or other water features are installed. Installations must be performed and monitored by the Facilities Manager.

INCLEMENT WEATHER

The Gateway DC and the R.I.S.E. Demonstration Center facility have the right to close and cancel events during inclement weather. Alternative dates are not guaranteed and refunds are not guaranteed.

It is the Facilities Manager to inform the End User of possible options and room changeovers. Prior to the event the End User will be responsible for informing the Facilities Manager of an alternate date, if their event is affected by the weather. Also the End User will have to settle for an alternate date that's open on Gateway DC and the R.I.S.E. Demonstration Center's calendar. Gateway DC and the R.I.S.E. Demonstration Center will not bump another event for an End User due to inclement weather.



CHAPTER 11 /SPECIALTY FEES

- Non-Profit, Community Partners, & Government (Non-DC) Events
- DC Government Events
- Logos and Images

NON-PROFIT, COMMUNITY PARTNERS, & GOVERNMENT (NON-DC) EVENTS

The rental rates for Gateway DC and the R.I.S.E. Demonstration Center will be discounted for individuals, non-profits, and government agencies. The discounted rate is 50% (fifty percent) however; you are still required to sign a rental agreement. Upon signing the rental agreement, you are to abide to all stipulations and all incidentals will be billed. Please email us at StElizabetsEast.dc@dc.gov to become a community partner.

DC GOVERNMENT EVENTS

If a District of Columbia agency chooses to produce an event at Gateway DC and the R.I.S.E. Demonstration Center, no rental rate will be charged but all other rules apply. District agencies are required to enter into the Interagency Rental Agreement.